



E-Government Portal Website

Data Collection Overview Document For Enterprise Directory, Personnel Directory and Organization Directory

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Objective:

The purpose of this document is to collect specific information about the government ministries in order to establish the design for Enterprise, Personnel, and Organization Directories that are part of the E-Government Portal Web Sites.

Required Information:

As your ministry part of this project and we all are working as one team to reach the big picture, the following information is required to be collected:

- ❖ Organization Information structure
- ❖ Personnel Information
- ❖ Current Network Infrastructure and Network Operating System

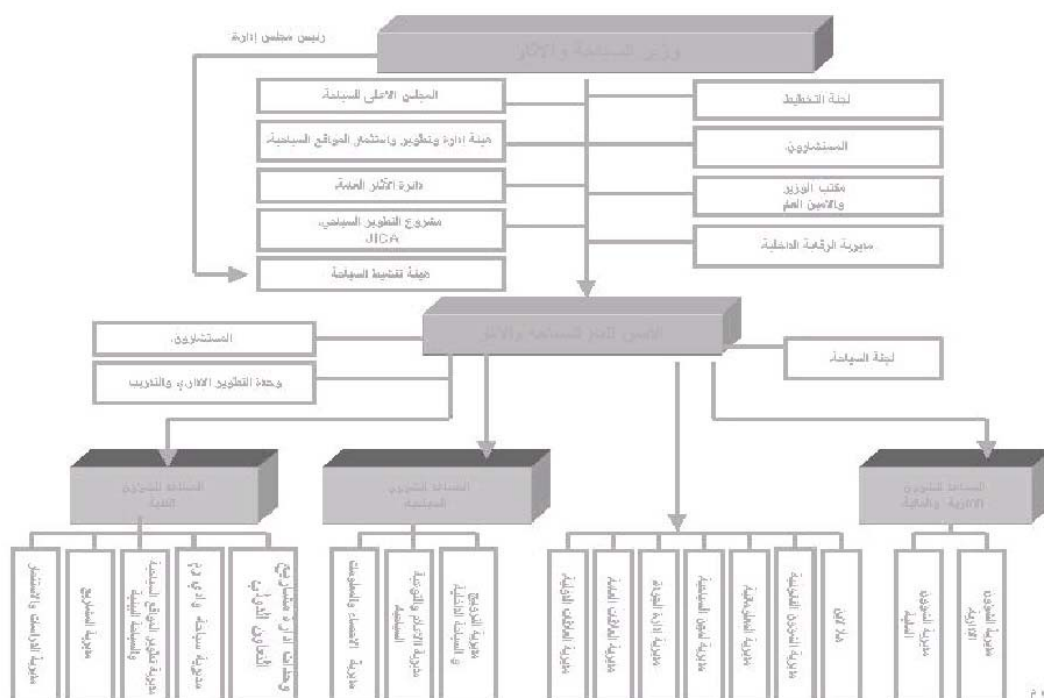
Details:

❖ Organization Structure

Each ministry has its own organization structure that maps the ministry hierarchal structure (see example next page). We will require having your input for your ministry/institute hierarchal structure, in an electronic format (Word, OrgChart, Visio... etc). The type of information needed should contain:

- Hierarchy of the Ministry/institute and its sub organization units (Sections, Offices, Centers, Departments, etc.). Please note that if a Department is part of the ministry/institute hierarchy, we'd also require getting its information, either directly with your ministry/institute or by visiting them for the same.
- Name and Title for all departments and divisions (Arabic/English).
 - A Brief paragraph explaining the department responsibility (description of activity) in one line
 - Arabic Name
 - English name
- Contact information for each Organization Unit :
 - Telephone number(s), ... *if there is more than one number please add it to the templates*
 - Fax number(s)
 - Mailing Address, ... *If there is more than one e-mail address please add it to the templates*
 - Street address, ... *(Area, Block, St, Bldg, Appt ...)*
 - Contact for PR officer if any,
 - Public email(s) of the ministry & a description of purpose
 - Website

** The required information should be in Arabic and English languages



❖ Personnel Information

Personal and business information for the government employees in each unit in the ministry/institute is required for building the Personnel Directory of the G2G Portal Site. This will also be the basis for the Enterprise Directory users whom will be part of the SGN.

Such information is needed to be in relation to the Organization Unit the employee belongs to. (the Organization Unit he/she works for). This should be mapped within the above organization structure.

The type of information needed should contain:

- Full name of the employee from four parts, in English and Arabic
- Job Title, in English and Arabic
- Brief Job Description, in Arabic and English
- ** The Organization Unit he/she works for
- Work Telephone Numbers & extension
- Work Fax Number (if Private fax)
- Work Mobile Number
- Optional
 - Home Phone number
 - Employee Photo

** The required information should be in Arabic and English languages

❖ Network Infrastructure and OS

In order to introduce your ministry/institute to the SGN & its applications, it's required to capture the exact Network & Operating System Infrastructure within. The type of information needed should contain:

- Layout Diagram of the Network
 - Infrastructure
 - Network Services type
- Domain & Application Servers listing (All types Servers in general)
 - Operating System version
 - Installed Applications & Packages
- Print & File Servers listing
 - Operating System version
 - Installed Applications & Packages
- Internet Access and firewalls, if any
 - Operating System
 - Firewall type
 - Proxy type, if any
 - Name of ISP